Windows 2000 Steering Committee
November 22, 2000

Attendees:
Gregg Arndt, DOP
Arlene Smith, L&I
Bob Griesel, OFM
Phil Grigg, GA
Keith Kawamura, GA
Susie Smith, SAO
John Ditto, DIS
Dean Schwickerath, DOL
Mike Frost for Charlie Johnson, DSHS
Caesar Cunningham, Microsoft

The next meeting is scheduled for Wednesday, November 29th at 9:00 a.m.

Agenda:
Review Organization
Review Charter
Review Issues List

Review Organization:
A handout clarifying the Windows 2000 Steering Committee membership, roles and responsibilities was shared among the group. It also included the Windows 2000 Development Group (formerly Windows 2000 Technical Group) and the Technical (NT) Administrators Group.

Updates were made to membership and roles on the Windows 2000 Development Group. The Development Group will drive version changes as approved through the Technical Administrators Group before passing the recommendation on to the Steering Committee. John Ditto from DIS was identified as the contact for funneling information up to the Steering Committee from the Technical Administrators Group. The Steering Committee will be the conduit for communicating changes to the business practitioners in each agency attached to, or seeking to join, the multi-agency forest. See attached slide show for updates.

The need for a formal charter and clarification of the Technical Administrators Group's role was identified. The voting membership of the Technical Administrators Group should be comprised of multi-agency forest members and agencies planning on joining that infrastructure. Agencies participating in the multi-agency forest should appoint a technical contact to regularly participate in this group.

The Windows 2000 Development Group will need to provide an ongoing service to state agencies regarding review and approval of agencies seeking to attach to the multi-agency forest.

Review Charter:
The Customer Advisory Board Windows 2000 Server Steering Committee Charter was reviewed and revised per recommendations from the group. See attached Charter for the draft update.

It was pointed out that under Responsibilities, point #5, an escalation process for handling unresolved issues needed to be defined outside of this document.

In addition, it was determined that the Steering Committee could only be responsible for giving advice on budgeting issues to the agencies. This would include communicating far enough in advance to allow agencies the time to write decision packages to accommodate budget concerns related to this environment.

Review Issues List:
An e-mail listing immediate issues requiring attention by the Steering Committee was circulated. This included a Vision/Scope for the Windows 2000 Development Group project. Keith Kawamura and John Ditto will work with Caesar to draft a Vision/Scope statement to submit to the Steering Committee.

The enterprise as it relates to the root (state forest) needed to be defined. It was suggested that for the scope of the Development Group project, it should include state agencies residing behind the DIS firewall. The Development Group will work on further refining the definition of "enterprise" as it relates to this project and bring that definition to the Steering Committee for review and approval.

Deliverables due by next meeting requested by the Steering Committee from the Development Group included:

- ❑ High-level work plan
- ❑ Draft Vision/Scope

Caesar offered to arrange for an overview of Microsoft Solutions Framework (MSF).

Communication needs to be shared with state agencies as to the expected time frame for availability of the production state root server so that they can plan dependent projects accordingly.